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# QUARTERLY CIRCULAR.

QUARTERMASTER GENERAL'S OFFICE,  
Richmond, Dec. 31, 1864.

The following General Orders, issued from the office of the Adjutant and Inspector General during the fourth quarter of the year 1864, are published for the information and guidance of all officers of the Quartermaster's Department:

General Orders, No. 78, October 11, 1864.

I. The attention of officers and soldiers is specially directed to the 34th Article of Army Regulations, and General Orders, No. 3 (1863). The rapidly increasing correspondence of the War Department demands that their requirements shall hereafter be strictly observed. A violation of them will subject the offender to prompt trial by court martial. The regulations respecting military correspondence were made after long experience, and are indispensable to an intelligent and efficient discharge of business.

The remarks and opinions of intermediate commanders upon the subject matter of each communication, are important to the Department, and in all cases required. Opportunity must, therefore, be afforded for their expression; and all communications which are not forwarded through the prescribed channel, will be invariably returned, without other action than instructions to bring the party to trial for violation of orders.\*

Letter paper will be folded in three, and foolscap in four equal folds, parallel with the writing, and endorsed *on the fold corresponding with the top of the sheet, thus:*

Post or Station and Date of Letter;

Name and Rank of Writer.

Analysis of Contents.

\* This order is not, of course, intended to be enforced in cases of correspondence between this Bureau and officers of the Quartermaster's Department, in which the opinions of commanding officers are not important, or when the subject matter of the same is one which pertains exclusively to quartermaster's returns, &c.

The endorsements should be carefully made, so as to afford information of its contents at a glance, and to present only those points which are material and pertinent. This will leave ample space for subsequent endorsement. Commanders will return for completion all papers not so endorsed. The practice of wrapping communications with mere strips of paper for the purpose of endorsement, owing to their liability to be detached and lost, is prohibited.

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General Orders, No. 83, November 1, 1864.

III. Paragraph VII, General Orders, No. 48 (current series), is thus amended:

Officers of the Quartermaster's Department failing to return the sacks in which grain is received from the quartermaster, will be charged three dollars for every one not returned.

VI. Commanders of cavalry regiments or battalions will require company commanders to keep a descriptive roll of all horses in their companies, noting all changes which are made amongst them by casualties or other causes, as they occur.

VII. Every horse, borne upon the descriptive roll, will be treated as public property, so long as forage and the forty cents a day are drawn from the government. No soldier will be permitted to ride his horse, except in the discharge of public duty, or to sell or exchange him, except to secure one more serviceable; such superiority to be determined and certified by the company officers present for duty, and the fact noted upon the descriptive roll. Such sales or exchanges, however, are strictly forbidden between cavalrymen of the same or different commands.

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General Orders, No. 84, Nov. 21, 1864.

V. The telegraph will be used as economically as possible, and messages will not be sent by it without the approval of the commanding officer present. Where the telegram exceeds ten words, the voucher for its payment must embrace, in his certificate, that it was not for the personal benefit of the person by whom it was sent, and that it was necessary, and contained official business, which could not be transacted by mail without detriment to the public service.

VI. Supplies collected or held by county or district agents, for the benefit of soldiers' families, are not liable to impressment.

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**ADJUTANT AND INSPECTOR GENERAL'S OFFICE.**  
*Richmond, December 15, 1864.*

**SPECIAL ORDERS,** { *Extract.*  
No. 297.

XXXV. To facilitate missionary operations in the army, post quartermasters and commissaries are allowed to receive from any religious denomination such amount of forage and subsistence as may be offered by the denomination, and to receipt for the same, to be returned in kind in rations to be issued in the field to properly accredited missionaries, under such regulations as will hereafter be prescribed by each Department.

By command of the Secretary of War.

**JOHN W. RIELY,**  
*Assistant Adjutant General.*

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**ADDITIONAL INSTRUCTIONS.**

**HIDES, &c.**

1. Officers of the Quartermaster's Department are notified, that hereafter no accounts for dead animals will be allowed to pass, unless the hides are accounted for, or satisfactory reasons are given for failure to account for the same.

**MISCELLANEOUS STORES.**

2. Depot officers, having on hand *miscellaneous stores*, to wit, other quartermasters' stores than clothing, camp equipage and stationery, can issue the same at discretion, and independent of the action of this office, taking care to prefer, as far as may be proper, requisitions from the field. A report will be made quarterly, showing the miscellaneous stores purchased or received, the aggregate of issues, and the remainder of each article on hand.

**REPORTS OF OFFICERS.**

3. The attention of all officers of the Quartermaster's Department, other than those serving with troops in the field, is called to the requirement contained in paragraph 5, "additional instructions" of Circular of October 1, 1864, directing them to forward reports of their present duties, setting forth the orders under which they are acting.

## CLOTHING OF DECEASED SOLDIERS.

4. All post quartermasters and officers attached to hospitals will do all in their power to collect and preserve the military clothing of deceased soldiers, in accordance with existing orders. It will be turned over for issue to negroes, to the nearest depot officer, and the amount reported quarterly to this office. The following are the names and location of the depot officers to whom transfers can be made:

1. Maj. W. G. Bentley, Richmond, Va.
2. Maj. H. M. Bell, Staunton, Va.
3. Maj. H. R. Hooper, Raleigh, N. C.
4. Capt. G. J. Crafts, Charleston, S. C.
5. Maj. L. O. Bridewell, Augusta, Ga.
6. Maj. F. W. Dillard, Columbus, Ga.
7. Capt. W. M. Gillaspie, Montgomery, Ala.
8. Maj. L. Mims, Enterprise, Miss.
9. Maj. W. J. Anderson, Columbus, Miss.

It is important to collect these and other supplies, suitable for issue to negroes, hired or impressed by the year. Depot officers will do all they can to increase the supply, and will make reports *quarterly* to this office, distinct from the reports now made weekly and monthly, showing the quantity of each article received, the total issues made, and the remainder on hand.

## BONDED AGENTS, HOW PAID.

5. Bonded agents of the Commissary and other Departments will be paid by the Departments to which they are attached, and not from funds of this Department.

## PAY FUNDS.

QUARTERMASTER GENERAL'S OFFICE,  
Richmond, January 1865.

6. All pay funds in the possession of officers of the Quartermaster's Department, attached to the armies of the Confederate States, will, on the completion of each periodical payment, be reported to the Chief Quartermaster of said armies, who will deduct the amount from the next subsequent estimate submitted.

Estimates will show the number of officers of each grade, non-commis-  
sioned officers, musicians and privates, in each regiment or battalion,  
together with the brigades, divisions and corps of which they form a part,

and will be made for pay due for each period of two months separately; so that, in the event of the inability of the Treasury Department to supply the whole amount needed,—should estimates embrace a longer time—a sum sufficient to pay for a stated period, may be furnished.

Returns of disbursements made, on account of pay of the army, will be carefully compared with estimates presented, in the office of the Quartermaster General, in order to ascertain whether or not the latter are in excess of the amount required to pay the troops, and officers will be held to a strict accountability for overestimating. These returns will be made every two months.

Care will be observed to pay officers and men granted furloughs of indulgence, before they leave their commands, to the date of the last muster for payment; and no payment will be made them by post quartermasters for a period anterior to such time. Chief Quartermasters will be careful to cause compliance with this order.

Attention is directed to the accompanying extract from General Orders, No. 1, Adjutant and Inspector General's office, January 6th, 1865, viz:

VIII. Generals commanding armies and departments will require company commanders to furnish descriptive lists to soldiers sent to hospitals.

IX. Sick or wounded soldiers in hospitals may be paid, as heretofore, four months' pay, if due, upon receipts supported by their affidavits; but company commanders will provide them with descriptive lists before they leave their commands, if it be possible. If otherwise, they will, as soon thereafter as practicable, forward such lists to the surgeon in charge of the hospitals of which they may be inmates.

X. Articles of clothing issued during the year to soldiers, will be stated on company muster rolls, with the prices annexed, upon which annual settlements on clothing accounts are made.

XI. Payment of the bounty of fifty dollars, allowed by the Act of Congress, approved December 11th, 1861, will not be paid to persons between seventeen and fifty years, subject to conscription. It will be limited to those not liable to service, who enter the army for the war as non-commissioned officers, musicians or privates. All who enter the general service from the reserves, must do so by transfer; and in no case will bounty be paid upon such transfers or enlistments.

XII. Quartermasters performing duty exclusively as paymasters, will be under the control of Chief Quartermasters of armies or military departments. They will not be subject to orders from other quartermasters.

If, from any cause, the paymaster of a corps or division is unable to discharge the duties appertaining to his office, the Chief Quartermaster

of the army with which such corps or division may be serving, will designate a quartermaster or an assistant quartermaster to perform such duty temporarily; in which event, the name of the quartermaster so assigned will be communicated to the Quartermaster General.

#### CLOTHING.

QUARTERMASTER GENERAL'S OFFICE,  
*Richmond, Jan. 23, 1865.*

7. The attention of officers and soldiers is called to the following Act of Congress, and regulations based thereon:

[No. 22.]

*An Act to provide Commissioned Officers of the Army and Navy and Marine Corps with Clothing.*

"The Congress of the Confederate States of America do enact, That all officers of the army, navy and marine corps, on duty in the field, afloat or in batteries, and all officers on other duty who are disabled for service in the field, by reason of wounds or disease contracted in the service, and officers of the invalid corps on duty, below the rank of brigadier general in the army, and below the rank of captain in the navy, shall be furnished once in every year, with one complete suit of uniform clothing: provided, that the quantity and quality of clothing to be delivered to non-commissioned officers and privates, seamen and marines, under existing or future laws, shall in no wise be interfered with by reason of any thing contained in this act; and in the distribution of clothing, officers on duty in the field shall, in all cases, have a preference over those on post, or detailed on office duty, so that when there is not a sufficiency of clothing for all, the non-commissioned officers and privates shall be first served, and next to them the officers actually on duty in the field."

[Approved January 16, 1865.]

A true copy.

JAS. M. MATTHEWS, *Law Clerk.*

#### OFFICERS.

The above act, after securing a supply to soldiers, prefers officers below the rank of brigadier general, as follows: First, officers on duty in the field; next, officers on duty, disabled for service in the field, by reason of wounds, or disease contracted in the service, and officers of the invalid corps on duty, all of whom draw free of cost; and, lastly, permits

other officers to purchase, as heretofore, under the provisions of the old act of February 17, 1864.

Care will be taken to observe these preferences. To that end, orders will not be given hereafter at this office, under any circumstances, for the purchase of cloth, or any article of clothing, or for the issue of same.

Officers in the field will be supplied through the Chief Quartermaster of the command to which they may be attached. When the supply will permit, cloth will be apportioned between the armies in the field according to their strength, and will be placed at the control of the Chief Quartermaster thereof, who will be looked to, to distribute the same to the officers entitled and most in need. Other articles of clothing, not exceeding in all one suit a year, may be issued to officers in the field, from stores forwarded to the command to which they belong, when the wants of the privates will admit.

Other officers will draw or purchase, as the case may be, from the nearest depot, but from such supplies only as may be set aside, from time to time, by direction of this office. Mr. Rankin, bonded agent of this Department, corner of 14th and Cary streets, will be charged with the duty of issuing and selling, at this point, cloth and articles of clothing to officers. When he has nothing for sale or issue, it will be useless to make application elsewhere in this city, all other officers being prohibited from either selling or issuing.

The yearly suit of clothing for an officer will consist of a coat and pair of pants, or material (4 yards double width), and trimmings therefor, one pair of shoes, one hat or cap, three pairs of drawers, three cotton shirts, two flannel shirts and four pairs of socks. Issues on sales to officers will be noted on suitable rolls prepared for that purpose, and in every case the officer shall certify that the articles drawn or purchased are necessary for his own personal comfort and use, and that the same will not be in excess of his prescribed allowance. Returns of such issues or sales will be made quarterly to this office. The price of cloth, when sold, will be \$20 a yard, double width, and of other articles of clothing as fixed in General Orders.

#### PRIVATES.

Men attached to commands in the field will be supplied there, and men who have been retired, at the post at which they may be located in orders. Issues to men on furlough and on horse details have been suspended. Men in hospital will be supplied by the issuing quartermaster attached thereto. All detailed men in Richmond and the immediate vicinity

nity are supplied through Mr. Rankin. Paroled and exchanged men draw at Camp Lee.

The interest of the service and the dispatch of public business require that these regulations shall be strictly observed.

#### STATIONERY, BLANKS AND PRINTING.

8. All purchases of stationery, by contract or otherwise, all contracts for making paper, and contracts for printing quartermasters' blanks, for the states of Virginia, North Carolina and South Carolina, will hereafter be made *exclusively* by Major THOMAS L. BROUN, Quartermaster, Columbia, South Carolina; and in the states of Georgia, Alabama, Mississippi, Florida, and other portions of the Confederacy, this side of the Mississippi river, by Major J. H. McMAHON, Quartermaster, Montgomery, Alabama. Quartermasters having contracts for stationery, or an excess of any kind of stationery on hand, are directed to turn the same over to one or the other of these officers, according to locality.

9. Majors Broun and McMahon, are empowered, each within his section of country, to receive all stationery imported for this Department; to recommend such details as may be essential to the execution of contracts for stationery or printing; to establish depots of stationery and blanks, and to issue same upon requisitions approved at this office. They will make monthly reports showing the quantity purchased, what issued—distinguishing between the different armies in the field—and the remainder on hand.

10. Field and tax in kind quartermasters will turn over to the nearest post quartermaster all tents, sacks and wagon covers condemned and unfit for use. Post quartermasters will also collect all cotton and linen rags, rope cuttings, bagging, damaged cotton, and all other material useful in the manufacture of paper. The same will be reported to Major Broun or Major McMahon, and will be held subject to his order.

A. R. LAWTON,  
*Quartermaster General.*

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